HOW to Check Activities and enter 99 time– AUXDATA II

How to check a member's activities or your own activities.

1. From the Home Page click on Members
2. In the Search Box in the upper right corner type in the member number.
3. Click on the box that pops up with the member number below the original search box.
4. Click on the member's name when it shows up.
5. You will now see Details, Related, Skills and Availability.
6. Details are name address etc. You can update your own if something needs it.
7. Click on Related. You can now view Activities, Skills, Competencies, Awards, etc.
8. If you just entered an activity for yourself or another member, it should show up here under Activities.

How to enter a workshop or a training course. You click in the following order.

1. **Activity logs** – top of the home screen
2. **New** – on the right hand side
3. Select **Unit, Next**
4. Under "**New Activity-Unit**" you need to fill in **Unit, Activity Type, Mission Code, Date, Duration, Remarks like "Flotilla #? Ops Workshop"** and save. (Be careful here- do not confuse Code 6A and 6B- be sure that the code is correct, as always.)

5. On the next screen you will see: **Details Related Member Assignment Task Capture**
6. The **Details** that you already entered is what you are seeing now.
7. Click on **Related**
8. You see **Tasks** on the bottom left and **New** on the right. Click on **New.**
9. Click on **Task Type** box. There is no search box, you'll have to look through the whole list to find the Ops Workshop or course. Click on it and the Save.
10. Click on **Member Assignment**. Enter the member number in the **Search User box**.
11. Click on the **box next to the member number**, then click on **Add Members**, then click on the **box next to the member number**, change the Position from Non-Lead to whatever, then click on   **Update Activity Members**.
12. Next go back up to **Task Capture**.
13. Click on the **Circle** for the Task listed.
14. The member or members should now be listed below with the boxes checked for their names. Now click on **Assign Task To Members**. You are done and if you are sure the info is correct, you can "Submit it for Approval". If you are a SO-IS, you should be able to Approve it yourself. Any line with a pencil icon at the right will let you edit a line.

How to enter your time as IS (92) or a member's time (99A-E). You click in the following order.

1. **Activity logs** – top of the home screen
2. **New** – on the right hand side
3. Select **Unit, Next**
4. Under "**New Activity-Unit**" you need to fill in **Unit, Activity Type, Mission Code, Date, Duration, Remarks like "IS Officer Duties or FC Duties"** and then save it.

5. On the next screen you will see: **Details Related Member Assignment Task Capture**
6. The **Details** that you already entered is what you are seeing now.
7. Click on **Member Assignment**. Enter the member number in the **Search User box**.
8. Click on the **box next to the member number**, then click on **Add Members**, then click on the **box next to the member number**, change the Position on the right from Non-Lead to whatever, then click on   **Update Activity Members**. You are done and if you are sure the info is correct, you can "Submit it for Approval". If you are a SO-IS, you should be able to Approve it yourself. Any line with a pencil icon at the right will let you edit a line.

How to look at or find a Facility in AuxData II

1. From the **Home Page** click on **Facilities**
2. In the upper Search Box located on the right side of the page type in the Facilities Registration number (NY????—OH????).
3. As you type it in, it will show up in a box right below where you are typing. Click on the search icon next to what just showed up as you typed.
4. The facility should show up down below on the page. Click on the F-##### number to view the facilities information.